

CLASS TITLE: CHIEF OF TAX DATA ANALYTICS AND STRATEGY (TAXATION)

Class Code: 02680500

Pay Grade: 48A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Revenue (DOR) Division of Taxation, to be responsible for developing and executing on tax analytical strategies to drive the exploration and deployment of analytical techniques, both cutting-edge and best-practice requirements, and designing, data cleaning, developing analysis and reporting capabilities, linking databases and datasets, and continuously monitoring performance and quality control plans to identify improvements in tax reporting, auditing, and other analytical models; to plan, direct, supervise, and review the work of professional technical subordinates engaged in conducting full lifecycle activities of tax data analytics; to synthesize and assess such tax data in promoting and effectuating the work of the Division of Taxation strategically and consistent with its mission and objectives including but not limited to promoting voluntary compliance and protecting and promoting the Rhode Island tax base; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Tax Administrator with wide latitude for the exercise of initiative and independent judgment in the utilization of professional standards and techniques; work is subject to review for conformance with prescribed state policies and procedures.

SUPERVISION EXERCISED: Plans, directs, supervises, and reviews the work of professional technical staff; reviews work in process and upon completion for adequacy, propriety, technical sufficiency, and conformity with instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Revenue (DOR) Division of Taxation, to be responsible for developing and executing on tax analytical strategies to drive the exploration and deployment of analytical techniques, both cutting-edge and best-practice requirements, and designing, data cleaning, developing analysis and reporting capabilities, linking databases and datasets, and continuously monitoring performance and quality control plans to identify improvements in tax reporting, auditing, and other analytical models.

To plan, direct, supervise, and review the work of professional technical subordinates engaged in conducting full lifecycle activities of tax data analytics.

To synthesize and assess such tax data in promoting and effectuating the work of the Division of Taxation strategically and consistent with its mission and objectives including but not limited to promoting voluntary compliance and protecting and promoting the Rhode Island tax base.

To be responsible for managing the building and use of models to test and validate data.

To be responsible for ensuring data validation and quality control checks.

To be responsible for and perform data output and statistical analysis as necessary for a full range of data analysis requirements.

To be responsible for working with and monitoring, reviewing, and evaluating work projects for compliance to timeframes, quality standards and budget costs.

To liaise with and maintain a positive and effective relationship with external clients.

To identify, initiate, and deliver opportunities for data-driven insight for the development of data output methods, statistical models, and data collection.

To identify and analyze primary and secondary research data.

To participate as part of project teams to meet objectives and targets using established internal processes.

To develop analysis tools and solutions in collaboration with senior staff to maximize efficiency.

To maintain currency with research software, modeling, and statistical techniques and to be responsible for delivering training when new developments are implemented.

To develop and maintain comprehensive data-driven, dynamic strategic plans in collaboration with other senior staff of the Division of Taxation.

To prepare technical reports and recommendations.

To attend meetings and conferences as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of state and federal tax administration, the provisions of the state's tax laws and the ability to interpret these provisions; thorough knowledge of data models, regression analysis, database design development, data mining and segmentation techniques; a thorough knowledge of sophisticated reporting packages, databases and programming; a thorough knowledge of statistical methodologies and techniques utilized for analyzing large datasets; a thorough knowledge of the principles, practices and techniques of administrative management including organization, planning, staffing, and reporting; a thorough knowledge of the principles, practices and techniques required in program planning, development and evaluation methods; the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy; the ability to conduct queries, draw conclusions, prepare written reports and present findings in a clear and concise manner; the ability to supervise and review the work of subordinate staff; the ability to prepare and submit reports; the ability to establish and maintain effective working relationships with state and municipal officials, superiors, subordinates and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Master's degree from a college of recognized standing in Mathematics, Economics, Computer Science, Information Management, Statistics, or a closely related field with a similar educational, technical, and computational emphasis; and

Experience: A minimum of seven (7) years of employment in a professional capacity as a data analyst including experience in a leadership capacity in analytics and state tax administration.

Or, Possession of a Bachelor's degree from a college of recognized standing in Accounting, Tax, Mathematics, Economics, Computer Science, Information Management, Statistics, or a closely related field with a similar, educational, technical, and computational emphasis and at least ten (10) years of experience in a professional capacity as a data analyst including experience in a leadership capacity in analytics and state tax administration.

Class Revised: November 19, 2000

Editorial Review: March 15, 2003

Class Revised: November 21, 2021